

- (3) If the amount of the travel advance is different from what was estimated on the Travel Authority form, be sure to obtain and keep a copy of a receipt showing the actual amount of the advance. This figure will be essential in completing a travel claim.

If a cheque is required, the traveller must also submit a justifying memorandum, signed by the appropriate Director General. This must be done at least five (5) working days before the cheque is required.

Travel advances will normally be issued approximately 48 hours before the date of departure.

1.5 PASSPORTS

When a passport is required for official government travel, a copy of the Travel Authority form should be forwarded to the Passport Office. If the traveller is not already in possession of a valid, official passport, the form should be accompanied by a completed Passport Application form, available from the Passport Office on D1. In such cases, the two forms should be submitted at least one week before the trip begins to allow for the passport to be issued.

Visas will be obtained by the Passport Office for countries listed on the Travel Authority form which require them. As visas can take up to three weeks to obtain for a given country, you are advised to forward the travel authority to the Passport Office as soon as possible when you expect to need a visa. Passport Office can advise on this requirement.

As a direct messenger service is in place between the Passport Office on D1 of the Lester B. Pearson building and Passport headquarters in Hull, staff are advised to drop off Travel Authorities and Passport Applications at the D1 Passport office rather than sending them by internal mail.

When ready, passports can be picked up at the Passport Office on D1. They should be returned to the Passport Office promptly after a trip has been completed.